

# Cook

(Detention Center-D.C.S.B)

**SALARY GRADE: 11**

**JOB SUMMARY:** This position is responsible for planning and preparing meals and serving meals to inmates.

**CHAIN OF COMMAND:** This position answers to the Cook Supervisor.

**MAJOR RESPONSIBILITIES/DUTIES:**

- Plans menus.
- Orders food in bulk under the direction of the Cook Supervisor.
- Trains kitchen trustees.
- Prepares and distributes inmate meals.
- Ensures proper cleaning of kitchen facilities by trustees.
- Operates kitchen equipment.
- Performs other related duties as needed.

**KNOWLEDGE OR SPECIAL SKILLS REQUIRED FOR THIS POSITION:**

- Knowledge of maintaining proper food and supply inventories.
- Knowledge of portion control procedures.
- Knowledge of proper security during meal times.
- Skill in preparing meals for a large number of people.
- Skill in the operation of kitchen equipment.

**MINIMUM QUALIFICATIONS:**

- Ability to read, write and perform basic mathematical calculations.
- At least one year of experience as a food service worker.
- Must be able to successfully pass any and all drug screens.

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Print Name

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Employee Signature

Employee #

Date

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